

DNRC, \_\_\_\_\_ Land Office  
\_\_\_\_\_ Fire Incident  
MT- \_\_\_\_\_  
SABHRS # \_\_\_\_\_  
DATE \_\_\_\_\_

Incident Business Advisor Direction for (IBA Name)

This letter authorizes (Insert IBA Name) to act as the Incident Business Advisor to the \_\_\_\_\_ Land Office and \_\_\_\_\_ Type \_\_\_\_\_ Incident Management Team assigned to the \_\_\_\_\_ Fire Incident. (Insert IBA First Name) will serve as a liaison and advisor between (Insert Land Office) and the incident management team for all issues related to fire business management. Duties will include:

- ☞ Maintain close communication with the incident commander, finance section and other members of the incident management team and other administrative sections within the (Insert Land Office).
- ☞ Coordinate with the finance section chief for a daily flow of information. Provide guidance to ensure all payment packages are complete prior to transitioning to the land office.
- ☞ Provide advice to (Insert Land Office) and \_\_\_\_\_ Type \_\_\_\_\_ Team concerning local, state and national incident business management policies. Provide communication links and guidance to facilitate efficiency in business management practices.
- ☞ Negotiate applicable land use and cost share agreements as needed.
- ☞ Represent the agency in cost management activities and work with the team to identify cost containment and mitigation measures.
- ☞ Monitor business administration activities at the incident camp, helibase and any other sites that may be needed to support the incident. (Insert IBA name) will have full access to any and all business functions of the incident and is expected to make site visits as needed.
- ☞ Maintain and where possible improve relationships with local government, private and federal government cooperators, including all incident support units and the incident management team.
- ☞ Provide direction to the buying team on the purchase of questionable items and hold until clarification is made with the team.
- ☞ Advise the agency administrator as well as the incident commander of the need for special support units.
- ☞ Attend planning and strategy meeting as needed and assist the incident management team in any team transitions, significant changes in status and any other information necessary.

- ❏ Assure the WFSA/WFDSS and Delegation of Authority are adhered to and updated/amended as needed.
- ❏ Participate in the incident management team closeout and provide a narrative of the incident business management activities.

\_\_\_\_\_  
(Insert Line Officer Name)  
(Insert Land Office) Agency Representative  
\_\_\_\_\_  
Fire Incident

\_\_\_\_\_  
Date